



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VIII	Special Interest Topics	
Chapter:	F	Children in Conflict with the Law	1-14-13
Subchapter:	2	Committed Children	
Issuance:	100	Referral of a Committed Child Not Under CP&P Supervision	

Scope of Policy and Procedures

11-2-87

The policy and procedures described apply to the Training Schools at Skillman and Jamesburg, unless indicated otherwise in specific sections of the material.

Situations Appropriate for Referral to CP&P

11-2-87

A child committed to a correctional institution is referred to CP&P when:

- a child is in need of services provided only by CP&P. Specific services needed and any efforts to obtain such services from other sources must be clearly documented by the correctional institution. For example, a child who will be living in his own home upon release from a correctional institution may be referred if CP&P services are needed for the child and his family to help prepare them for the child's return. CP&P is expected to cooperate in developing an alternate plan for the child.
- a child who will be living with his own family upon release from a correctional institutional may be referred if CP&P services are being provided to another member of the child's family.
- a child will be in need of a CP&P boarding placement (foster home, residential facility, or independent living situation) upon release from the correctional institution.

Timing of Referral

11-2-87

A child may be referred to CP&P at any time during his stay at the correctional institution. It is recommended that the referral be made as soon as the need for CP&P service is recognized to provide sufficient notice for CP&P for appropriate services. This is especially important if the service requested is a boarding placement upon the child's release from the institution.

Referral Information Required

7-28-93

The correctional institution must make the referral in writing to the Local Office in the catchment area from which the child was committed. The referral must indicate the specific services needed and any efforts to obtain such services from other sources. Copies of any recent pertinent reports on the child must be included. If the child's family no longer resides in that catchment area, the Local Office is responsible for notifying the institution and supplying any current information directing them to the appropriate catchment area.

Receipt of Referral

7-28-93

The referral is recorded and processed as outlined in [CP&P-II-A-1-100](#).

Authorization for CP&P Services

7-28-93

CP&P services can only be provided to children who are registered cases. Parental agreement or a court order specifying that CP&P services are to be provided is required for CP&P to establish supervision and provide services to a child in a correctional institution. For referrals from the correctional facility or court ordered cases, the parents are given an opportunity to voluntarily consent to service. However, parental agreement is not necessary for CP&P to provide services if the court has ordered CP&P involvement and the parents refuse to cooperate. An assessment shall be conducted when child welfare services are requested. If the child needs placement or other voluntary services upon his release from the institution, parental agreement or a court order is required before those services can be provided.

Notice to Correctional Institution and Parents

7-28-93

The correctional institution must be advised in writing of the CP&P disposition of the referral, using the Letter to Reporter/Referral Source, CP&P Form [26-64](#). If CP&P supervision is established, the correctional institution must be advised which Local Office will be providing services and notified if supervision is transferred to another Local Office.

The parents are notified of CP&P's decision to provide or not to provide services by sending either the Letter to Client Continuing Involvement, CP&P Form [26-62](#), or Terminating Involvement, CP&P Form 26-63.

Procedures Related to Commitment of a Child Not Under CP&P Supervision 7-28-93

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Determine whether CP&P services are required upon receiving a letter from correctional institution requesting CP&P services for a child not under CP&P

	<p>supervision who has been committed to that facility</p> <ol style="list-style-type: none"> 2. Meet with the family to obtain written agreement for services. 3. Complete screening procedures 4. Complete assessment procedures 5. Send written notice of CP&P disposition to the correctional institution, CP&P Form 26-64. 6. Send written notice of CP&P disposition to the parents, CP&P Form 26-62 or 26-63.
--	---